

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Slips, trips and falls	Date: 16/01/2024
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature:
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Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended

Duration 30 mins

Total Time 2 hours

Employer Reference 2453745









Toolbox Talk No. 17 FOOT AND ANKLE PROTECTION

Fact: Every year people sustain foot injuries from falling objects or slipping and tripping.

Large numbers of major injuries to feet and ankles are reported to the HSE every year, but sensible, robust, safety footwear will reduce this unnecessary loss of time and considerable pain which follows these injuries. Under the Personal Protective Equipment at Work Regulations 1992, your employer must provide you with protective footwear, where you are exposed to the risk of foot injury. If you are self-employed you must provide your own safety footwear.

You have a legal obligation to wear equipment provided for your safety.

The two main causes of foot injuries are:

- Treading on sharp objects, such as nails, which pierce the soles of the foot.
- Objects dropping causing crush injuries.

Other Potential Hazards

- 1. Stacked material falling onto feet.
- 2. Spatter and sparks from welding and cutting.
- 3. Slippery floor surfaces.
- 4. Poor housekeeping presents slip and trip hazards.

Q: What are the two main causes of foot injuries? And what hazards could you encounter in your workplace?

- 5. Poor and badly worn footwear offers little ankle support.
- 6. Worn soles can affect your grip.
- 7. Incorrect footwear for the job could promote an injury i.e. open fronted boots for welding.

Q: How can worn footwear affect you?

Foot and Ankle Protection

Totally unsuitable footwear, such as trainers, or sandals, which offer no protection are not permitted on construction sites.

Suitable safety boots, shoes and trainers:

- 1. High leg lace-up boots provide support and may prevent a twisted ankle.
- 2. In wet conditions or when working with concrete Wellington boots may be the best bet.
- 3. Steel toecaps are required for toe protection.
- 4. Made of strong material such as leather or rubber to support and prevent twisted ankles

Q: What must you ensure when issued with safety footwear?

- 5. Where nails and other sharp objects may be present, steel mid-sole protection will be required.
- 6. Ensure that the footwear fits you and is fit for the job.
- 7. Take care of any footwear issued to you.
- 8. Ensure any damaged, lost, or worn footwear is replaced immediately.
- 9. Badly worn soles can increase your chances of slipping.
- Q: If your footwear is damaged what should you do?
- Q: How can worn footwear contribute towards you having an accident?
- Q: In a workplace littered with slip and trip hazards, describe the features you would like to see in a boot?

REMEMBER: Wear and protect!

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 25 of 141
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Toolbox Talk No. 49 SLIPS, TRIPS AND FALLS

Fact: Approximately 25% of accidents at work are attributed to slips, trips, and falls.

WHY DO THEY OCCUR?

- Most injuries from slips, trips and falls occur because of poor housekeeping
 - Many items such as coiled cables, hand tools, lengths of pipe or timber etc. left on the ground will trip someone if not deposited in a safe position
- Spilt substances such as oils and greases will form a slip hazard if not immediately cleaned up
- General debris such as brick and block fragments etc. can quickly accumulate and form a tripping hazard if not cleaned up as it is created
- Trailing cables are another frequent cause of tripping
- Mud left on the rungs of a ladder by the previous user will represent a slipping and failing hazard for the next person
- Reduced levels of natural light, for example during winter afternoons, can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials which are visible in full daylight might be hidden in semi-darkness
- Q: Name five hazards in your workplace that are caused by poor housekeeping.

WHAT CAN YOU DO ABOUT IT?

- Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber
- Do not leave tools, equipment or unused materials lying about on the floor
- If you are using substances which might possibly spill, ensure that you have a means of effectively clearing up the spillage
- As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing pedestrian walkways
- If the site is muddy, scrape mud off your boots before climbing ladders or walking anywhere else where it might be a danger to others
- Be aware of the increased risks of tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location

Questions for you:

Q: Why should you ensure that good housekeeping standards exist in your workplace?

Q: What hazards are posed by rubbish in your workplace?

Q: What precautions can you take to make your workplace safer for everybody?

REMEMBER: If you ignore it, you condone it



RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Foot and ankle protection	Date: 14/01/2025
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature:
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Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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No. Attended

Duration 30 mins

Total Time 2 hours Employer Reference 2453745



			Site Manager's Daily Safe Start	ger's Da	ily S	afe St	art		
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	ä	13/01/2025	025	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02
Location and descrip	otion of work: fittir	Location and description of work: fitting joinery items & snagging	ЭГ						
			Site N	Manager's Daily Sign Off	ly Sign O	#			
								Hot Topics	Hot Topics of the Day
		Date		Name		Signature	ure	(the main point	(the main points you discussed)
Monday		13/01/2025		D Sanders	F	5	18-3/2/2	Fire precautions	Fire precautions and equipment
Tuesday		14/01/2025		D Sanders	P	1	Yer)	Foot and ank	Foot and ankle protection
Wednesday		15/01/2025		D Sanders	1	3	1-36-3	Hand arm	Hand arm vibration
Thursday		16/01/2025		D Sanders	1-	1/2	L-slan	Slips, trips	Slips, trips and falls
Friday		17/01/2025		D Sanders	D	200	3	Security	Security on site
Saturday		18/01/2025		N/A		_		N	N/A
Sunday		19/01/2025		N/A		_		N	N/A
			Ope	Operatives Daily Sign Off	Sign Off				
Name	a	Signature	Σ	-		ш	SS	Comn	Comments
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NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEE656		
Before starting work, STOP, THINK and CHECK If the answer to any question below is NO, do not start work until the issues are resolved	Yes No	N/A
1. Method statements, risk assessments and permits		
Have you read and understood the method statement and risk assessment for the task?	>	
Is everyone on your team briefed on the method statement for the task?	_	
Have you carried out your weekly toolbox talk?		
Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?		
Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?		
2. Place of work		
Are you satisfied that your team has a safe place to work?		
Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers		
Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?		
Are third parties and members of the public securely protected from falling materials?		
Does your team know the safe access and egress routes to their places of work?		
3. Task specific		
Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?		
Are you confident there are no health and safety risks in your work task(s)?		
Are you certain that the operatives you are putting to work are competent for their assigned tasks?		
Are the team equipped with the correct PPE to carry out the task?		
4. Variations		
Have the team members changed? (If yes revise)	>	
Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced)	>	
Remember, as the supervisor YOU are responsible for the safety of YOUR team		



Briefing/Toolbox Talk Record

Topic / Subject: Food Safety

A. Location and Presenter Details

Location of Briefing	MBH, Subcontractors Office	Company:	RCL	
Presenter:	A. Kulsinskas	Date:	17.01.25	32
Position:	Site Manager	Time:	08:00 am.	

B. Details of Briefing

Purpose of Briefing

The aim of this briefing is to ensure that all staff are fully aware of the potential risks associated with food and what they should do to minimize the chances of a food poisoning incident.

Hazards

Consumption of any food or drink that is contaminated by organisms or chemicals could cause illness or even death. The main hazards are:

- Foreign objects contaminating food.
- Poor food handling and control.
- Pest contamination.
- Chemical contamination.

Risk Level

- Contamination by pathogenic micro-organisms from dirty hands or gloves, equipment or utensils or packaging.
- Growth of pathogenic or spoilage micro-organisms due to lack of temperature control.
- Chemical contamination inadequate control of cleaning chemicals or storage.
- Cross-contamination of pathogenic micro-organisms from raw products.
- Inadequate thawing resulting in inadequate cooking with survival of pathogenic micro-organisms.
- Micro-organism growth and toxin production if delay in cooling and held at ambient temperature.
- Broken or open packaging leading to physical contamination, growth of spoilage micro-organisms or contamination by pathogenic micro-organisms.
- Pest infestation risk of contamination of product or food.
- Dehydration produce stored without covering (freezer burn).
- Contamination by foreign bodies.



C. Employee Actions - Briefing / TBT must be given before work starts

Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

Control Measures

Not all control measures may apply, but you may need to consider all if you are running a food business. Seek advice from your local environmental health officer (EHO) if you are uncertain about these controls. The following are specific control measures:

Personnel

- * Health screening of goods handlers.
- * Provide clean protective clothing.
- * Provide first aid facilities.
- * Ensure staff are trained.
- * Limit jewellery, nail varnish and other potential contaminants.
- * Ensure adequate facilities for hand washing.
- * Observe code of good catering practice.

Preparation

- * Remove external packing from food handling areas.
- Separate the preparation and handling of raw and ready-to-eat/high-risk foods.
- * Use colour-coded equipment.
- * Keep the handling of food to a minimum.
- Wash hands before handling food.
- Prepare food with clean equipment and utensils.
- * Maintain high standards of personal hygiene.
- * Clean food contact surfaces to a high standard, keeping chemicals away from food.
- Limit exposure time at ambient temperature during preparation, returning to chilled storage after preparation.
- * Maintain equipment in good repair and prevent other activities, which may contaminate food whilst it is being prepared.
- Observe code of good catering practice and staff training.

Thawing

- * Thaw in controlled conditions.
- * Keep raw and ready-to-eat/high-risk food separate.
- Ensure food is completely thawed by visually inspecting.
- Place in temperature controlled storage on completion of thawing.

Cooking

* Ensure adequate time/temperature exposure, achieving a minimum core temperature of at least 75°C.

Hot Holding

- Maintain hot hold greater than 63°C.
- * Keep food covered.

Cold Holding

- Maintain chilled display temperature below 5°C.
- Keep food covered where possible.
- Cooling



- * Cool foods rapidly in shallow containers in designated "cooling" equipment. When cool, refrigerate at less than 5°C.
- * Ensure containers are clean and there is no risk of contamination of the product in the "cooling" equipment.
- Reheating
 - * Ensure adequate time/temperature exposure, achieving a core temperature of at least 82°C
- Cleaning and Maintenance
 - * Ensure planned preventive maintenance is undertaken.
 - Provide a comprehensive cleaning schedule and cleaning materials chart.
 - Provide lockable store facilities.
- Pest Control
 - Employ a competent person to carry out surveys and treatments.
 - * Keep premises free of pests.
 - * Ensure adequate provision for the storage and disposal of refuse and waste.
- Dry Storage
 - * Decant open packages into pest-proof containers.
 - * Maintain low temperature and humidity within storage areas.
 - * Separate chemicals etc. from stored products.
- Refrigerated Storage
 - * Maintain correct temperatures.
 - * Rotate stock and use within date code.
 - * Keep food covered.
 - * Separate raw and high-risk/ready-to-eat foods.
- Frozen Storage
 - * Maintain correct temperature.
 - * Keep food covered.
 - * Rotate stock and use within date code.
- Receipt of Delivery
 - Perform visual/sensory checks.
 - * Perform temperature checks.

Key Points

- It is a legal requirement that owners of food businesses register their premises with the local authority.
- All food handlers are required to be trained in food hygiene and safety to a level appropriate to their responsibilities.
- All food businesses are required to implement a food safety system known as the hazards analysis and critical control points (HACCP - pronounced "hassup").
- Documented records of the HACCP system must be kept by all food businesses and shown to EHOs when required.
- Conviction for an offence under food safety legislation can result in a fine of up to £20,000 or two years in prison, or both.
- Food poisoning is largely avoidable if food handlers practice high standards of food hygiene.



Briefing/Toolbox Talk Record						
Topic / Sub	ject	Food Safe	ety			
Location of Briefing:		MBH, Sub	contractors Office.	Company:	RCL	
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Date		Name	Position/Role	Signati	ure	Briefing given by
17.01.25	J. Su	nith	Carpenter			A.K.
	+					
-						
l co	nfirm tl	nat the abov	e delegates attended	d the above stated	briefing/to	olbox/training
Given by:		A. Kulsinska	\$	Position:	Site Mana	ger
Signature:		TAN				
	Please	ensure that	a copy of this briefing/ Department at Head Of	toolbox talk/training	register is	sent to the

RN: BO-JRLG-SM-TBT-FM-Z-0081	Desc. 4 of 4	Suitability: A1	Rev: C02
TN: BO-JRLG-SM-SHE-FM-Z-0013	Page 4 of 4		Security: Internal

Toolbox Talk Waste Electrical & Electronic Equipment



	Toolbox Talk – ENV021
Topic/subject covered:	Waste Electrical and Electronic Equipment (WEEE)

A: Location and Presenter Details

Location of briefing:	MBH, Subcontractors Office	Company:	Raphael Contracting LTD
Name of presenter:	A.Kulsinskas	Position:	Site Manager
Date:	15/0/25	Time:	13:00

B: Employee actions – Briefing/toolbox talk must be given before work starts – Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

Purpose of Briefing

WEEE is waste electrical and electronic equipment

Examples of WEEE include:

- Small household appliances (e.g. kettles)
- IT and telecoms equipment
- Lighting equipment
- Electronic tools
- Monitoring and control instruments (e.g. protection equipment)

New products that are placed on the market and are classified WEEE must have one of the following symbols on the item or accompanying paperwork if the item is too small: New products that are placed on the market and are classified WEEE must have one of the following symbols on the item or accompanying paperwork if the item is too small:



Control Measures

- Know what waste on site is classed as WEEE
- Ensure that disposal of the waste complies with the regulations
- Don't ignore the requirement of duty of care/hazardous waste legislation when disposing of WEEE
- Don't mix WEEE with general construction/demolition or hazardous waste

Key Points

- Avoid environmental harm: inappropriate discharge of WEEE may result in water/ground contamination as some WEEE are hazardous (e.g. refrigerators)
- Avoid prosecution: suppliers/producers (for items purchased after 13 August 2005) or end users (for items purchased before 13 August 2005) have the responsibility to dispose of WEEE at an appropriate facility.
- Note that organisations can under the legislation arrange for alternative disposal if preferable to returning to supplier.

RN: BO-JRLG-EM-XX-TBT-0021	Dece 4 of 2	Suitability: A1	Rev: C02
TN: BO-JRLG-BM-XX-FM-Z-0008 A1 C01	Page 1 of 2		Security: Public

Toolbox Talk Waste Electrical & Electronic Equipment



C: Employee actions – Briefing/toolbox talk must be given before work starts – Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

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Toolbox Talk – ENV0021								
Topic/subject	covered:	Waste Electrical and Electronic Equ		Waste Electrical and Electronic Equipment (WEEE)				
Location of briefing:		MBH, Subcontractors Office		Company:	Raphael Contracting LTD			
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Date	Prin	t Name	Position	/Role	Signature			
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Given by: A. Kulsinskas Position: Site Namager Signature:								
Please ensure that a copy of this briefing/toolbox talk/training register is sent to the Training Department at Head Office – irl.training@irlgroup.co.uk								

RN: BO-JRLG-EM-XX-TBT-0021	Daga 2 of 2	Suitability: A1	Rev: C02
TN: BO-JRLG-BM-XX-FM-Z-0008 A1 C01	Page 2 of 2		Security: Public